

January 4, 2023

All Interested and Qualified Parties,

The Fayette County Development Authority (FCDA) has begun the selection process for independent accounting/bookkeeping services. We invite your firm to participate and submit a proposal to us by February 10, 2023, for consideration.

The FCDA was activated by resolution of the Fayette County Board of Commissioners on April 10, 1986, by statute of the State of Georgia. Our annual operating budget is between \$500,000-750,000. Our discretionary spending is anticipated to be between \$1,000,000- \$5,000,000 per year. Additionally, we have investments in excess of \$70 Million. We have a staff of 3 FTE with consultants and service providers contributing to our organization as well. Currently, our office manager utilizes QuickBooks and an external firm provides auditing service on an annual basis. We operate on a June 30 Fiscal Year End.

#### **Services Required**

- Establishing multiple account practices and standards
- Reconciling Uncleared Journal Entries from Audits
- Reconciling Quarterly reviews of internally prepared finance
- Year-End accounting close out.

#### **Key Personnel**

Should you have questions, please direct them to our Interim President & CEO, Niki Vanderslice. Her email is [nvanderslice@fayettega.org](mailto:nvanderslice@fayettega.org) and phone (770) 461-5253.

#### **Relationship With Prior Audit Provider**

The FCDA's annual Audit has been conducted by Mauldin & Jenkins, LLP. However, it is their recommendation that due to changes in our organization we seek a service provider that can assist the FCDA in the ongoing accounting support.

In responding to this request, we request the following information:

1. Detail your firm's experience in providing accounting/bookkeeping service to quasi-governmental entities as well as other Development Authorities.
2. Discuss the firm's independence with respect to the FCDA.
3. Identify the five largest clients your firm (office) has lost in the past three years with appropriate background to them leaving your firm. Also discuss, an instances where loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue(s).
4. Identify the partner, manager, and in-charge accountant who will be assigned to our job if you are successful in your bid and provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other

regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.

5. Describe how your firm will approach the management of our account. And finally, discuss the communication process used by the firm to discuss issues with management and/or the board.
6. Provide your proposed fee for the required services above.
7. Furnish standard billing rates for classes of professional personnel for each of the last three years.
8. Provide the names and contact information for other, similarly sized clients of the partner and/or manager that will be assigned to our organization for reference purposes.
9. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our independent accountants/bookkeeper is the best decision we could make.
10. Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.

### **Evaluation of Proposals**

FCDA will evaluate proposals on a qualitative basis. This includes our review of the submitted information, interviews with senior engagement personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us. Consideration for proximity to Fayette County will be given.

Please submit your response to this request for proposal by February 10, 2023. We would also appreciate a response if you decline to submit a proposal.